

THE CLEVELAND MUSEUM OF ART
Department of Education

ANNUAL REPORT

I N D E X
1942

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January 10, 1943.

Ed file

To: The Director
From: Thomas Munro, Curator of Education
Subject: Annual Report for 1942

The policy of the Department of Education during the past year, in accordance with that of the Museum as a whole, has been to devote a part of its effort to work bearing on the war, and part to keeping up its regular activities.

These two phases of the work have not been unrelated. The regular activities have been recognized as having indirect practical value, especially for children in these unsettled times when juvenile delinquency and school absences have risen markedly. (Recognition has been evidenced by the recent grants from the T. H. White and Wise Funds.) Much of the work bearing on the war has been cultural rather than directly practical, serving to build up an informed public in regard to foreign affairs and the relation of art to war.

The work of Mr. Fox, who has devoted about half his time to Civilian Defense (see enclosed report) has been most practical from a military standpoint. It has been concerned with experimenting on smoke and other camouflage devices, and with organizing the contributions of artists to the war effort. In addition, Mr. Fox has managed the Wednesday evening course for adults on "Cultural Backgrounds of the Warring Nations", in cooperation with the Foreign Affairs Council, and has shown several motion pictures from the United Nations. Several public lectures have been given in the auditorium on subjects related to the war.

Mr. Jeffery spent most of his time during November in visiting war plants, to find the need for students trained in art. All the staff cooperated in explaining to the public such military exhibits as the Fire Blitz and "Can America Be Bombed," as well as exhibits like the one of Australian Art, which inform the public about our allies. Miss Horton, Mrs. Ruggles, and others working with the Cleveland Schools, have joined forces with the Social Studies and Music Departments to develop the study of Asia, a field in which the Museum has always made a large

contribution.

During the summer, all the Museum personnel joined in working out plans of action in case of bombing. The Educational Staff was given special responsibility for first aid and for conducting children to safe places. Most of its members took first aid courses.

Part of the time of Mrs. Munger, Mrs. Hornung and others in charge of adult groups has been directed toward meeting people in war work, such as nurses; many of them recently came to Cleveland.

The Inter-museum Activities Committee, organized during the year at Miss Horton's suggestion, has brought together representatives of all Cleveland's museums and several related institutions. It has worked out a folder on these institutions, to be distributed free in U.S.O. and similar places so as to inform traveling service men and women on places worth seeing in the city. It has also planned illustrated talks in camps and recreation centers. The rest of this committee's meetings have been spent on general educational and promotional problems, to secure wider recognition by the public and officials of what museums have to offer.

Our regular educational work for adults and children has already suffered noticeably from war conditions, especially from transportation difficulties. It will probably suffer more in future. The effect on adult audiences has been serious; that on children's classes and school visits, so far less than had been feared. The exhibit of suburban school art work gave a stimulus here when one was much needed. Falling enrollment and war emphasis at Western Reserve University are curtailing our work there.

Unfortunately, extension work like that of Mrs. Ruggles, for which a great potential demand exists, is also held back by gasoline and personnel restrictions. These also threaten to cut down the trips of our instructors to schools and outside adult groups. We must expect steadily shrinking statistics in all divisions. This trend is only partly compensated for by radio programs, in which Miss Horton and Mr. Jeffery have been active. Experience has shown that motion pictures and entertainments will draw audiences if anything will; so these must be increasingly relied upon. Mrs.

Fairbanks' talks on flowers and gardens also retain a steady following.

Diminishing activities (the end of the GEB and Carnegie Grants) have been accompanied by reductions in staff and budget. So it cannot be said that the remaining staff have any more time on their hands. All have found new ways to promote museum work under changed conditions: for example, the work of Mrs. Wicks and her staff in helping to rewrite the Cleveland Heights curriculum with museum relations as an integral part. Mrs. Dunn has done amazingly well in making her available dollars do the most good.

While often pressed for time, the staff have faithfully attended Monday staff meetings, for intensive study of the Museum collections and new accessions. They have been much aided in this by talks from the Director and curators. Information secured has been recorded on the Educational Index Cards. "In time of war prepare for peace."

Several members of the staff have contrived to get some writing done, and to help manage outside organizations related to Museum work. Miss Horton and Mr. Fox have worked with the school-museum committees of the P.E.A. and N.E.A. I have helped organize and manage the American Society for Aesthetics.

A list of publications is enclosed. The report by Mrs. Ruggles and Mrs. Wellman on the GEB project is especially notable.

Respectfully submitted,

Thomas Munro,
Curator of Education.

TM:NB

7.10
Ed. File

To: Curator of Education

From: Louise M. Dunn, Associate Curator for Administration

Subject: Annual Report, 1942.

Statistics
Budget

We began the 1942 Budget on a six months basis. If this is to be a regular arrangement "for the duration" it must be kept in mind that the first six months of the Educational Department's year is always more expensive than the six months from July 1 to January 1 of the next year. Hence, if the Budget is not passed until January, we must be careful to make no financial commitments that we cannot meet. Fortunately, we have been able to keep within our 1942 budget, keeping up our supplies and equipment, except typewriters, the loss of which is almost a mortal blow. We have cut our labor requirements in set-ups, and cleaning to the lowest, in order to meet the drastic cuts in the superintendent's department. Our entire staff have assisted most generously and efficiently in this emergency. Children are being asked to assist in this service, especially those attending Saturday afternoon entertainments.

Grants

The closing of the Grants, July 1, was hectic for all concerned, especially for Dr. Munro. Mr. Croley, Mrs. Ruggles and her assistants, and Mrs. Brown and her assistants. Miss Hunter did the large amount of necessary typing. I now wonder how we could have carried the responsibilities for these grants even for another six months with Mrs. Wellman and Miss Ongert leaving, gas and rubber rationing as they would have affected field trips and exhibits to schools, and not least the need of secretarial assistance. Also, the fine installation of the theatre models could not have been made even three months later both because of lack of materials and labor.

It is obvious to each of us on the Educational Staff that we are and always shall be deeply indebted to the General Educational Board for the grants they so generously gave us during the past five years. We know that our teaching has improved greatly as a result of the findings,

and especially as a result of the several years of group participation and discussion. All the Museum Staff who contributed can be justly proud. We assume that, in happier times, we shall be able to distribute these find-

Summer Out-of-Doors Program

It is easier to see the effects of the Grants in the regular, day by day teaching in the out-of-doors classes than in any other classes because they are a newer development and their growth is easier to measure. With the new 1943 gifts, the Thomas H. White Fund and the S. D. and May Wise Charitable Trust, as we understand the purpose behind each one, we should be able to do even more in the coming year. Mrs. Van Loosen's excellent report includes details. The importance of the Holden Fund in this connection must never be forgotten. 1943 will be the thirtieth anniversary of that generous gift.

The Gilpin Fund, now in the black, should also be mentioned. It is my feeling that the interest of this fund should be held, in the larger part, "for the duration" if no outstanding young Negro woman appears so that it may eventually go for the education of a returned Negro soldier who shows interest and promise in the arts.

Junior Council

The Junior Council has voted to collect \$2.00 from each member every month and this is to be used as a special fund out of which certain things may be paid after receiving the permission of the Council. Details of this are still to be worked out.

Advanced Drawing Classes

For the first time in seven years we are "back to normalcy" with our specials, after a long period of experimentation and testing during the "Grants." We now have a total registration of fifty - twenty-five in the 12 and 13 year old group and twenty-five in the group for 14 year olds and over. Ronald Day took over the older group in September when it was found that Mr. Fox's other duties no longer permitted him to assume this responsibility, while Price A. Chamberlin seemed to be the ideal teacher for the younger group. Each student was interviewed this summer and we have begun to keep more careful records of their work.

Staff Changes Staff changes have been many, more in fact than in any previous year. These have been due in part to the closing of the Grants, and in part to the war situation. Mrs. Wellman expected to resign when Grant #2 closed. Miss Bassett married and moved to New York. Miss Shirley Brooks left to take a position with General Electric Company. Miss Hunter because of illness found it necessary to leave, after two years of most faithful and efficient service. Jerry Giunta found work in a war industry, and lastly Miss Ongert has taken over an important position in Civilian Defense. We are most fortunate in still having so many of our full-time and part-time staff with us and in having been able to secure the services and competent new assistants such as Mrs. Barry, Miss Church, Mrs. Eynon, Mrs. Miller, Miss Blackwell, Mr. Adams, Mrs. Whittemore, and of the younger group, Donna Cobb, Rita Roskowitz, Earl Greaves, Norman Motko and a group of assistants from Hathaway Brown.

Teaching Staff

The reports of Mrs. Wicks, Mrs. Munger, Mrs. Van Loosen and Mrs. Fairbanks will cover, in detail, the Educational work with adults and children. I should like, however, to add my appreciation of the work of this group. At no time during this difficult year has any one failed to do his part completely and graciously, often when carrying very difficult personal problems. Since ^{my} duties naturally bring me in close relation to them, I want to make special note of my appreciation as I submit this report.

Secretarial Accomplishments in 1942 Possibly a clearer picture of these may be given by listing some of them which will remind us of the importance of this part of the work of the Department.

Closing the Grants, rearranging the offices, making payrolls, mileage cards. Assistance in budget making, keeping statistics, scheduling events, assistance in arranging lectures and courses and responsibility for all arrangements for them including bulletin copy and weekly publicity; correspondence for staff members, mimeographing; managing details of scheduling groups for several large and important special exhibits; last, but not least, preparing copy for the lecture program of events.

Secretarial Changes Necessary for 1943 Since we are now down to absolutely the minimum of secretarial assistance and typewriters, it is obvious that duties must be curtailed. The following plans have been made for 1943: to simplify the keeping of statistics, to reduce the amount of correspondence as far as possible, to limit the number of telephone calls, to limit the number of slide lists. To make all reports as brief as possible. To limit the number of stencils and the amount of mimeographing. To ask the members of the staff to limit the number of demands to be made of the secretaries in every way possible.

Our Relation to
Other Departments

Relation to other departments and groups and organizations :-

Since these relations are extremely important some mention should be made of our obligation to other departments (superintendent, registrar, comptroller, publicity, music, library, Director's office, general offices, print club. To the Director, for talks, lectures etc.

To the Curator and assistants for Friday evening teaching and Sunday afternoon talks. To Print Club, Archaeological Institute, Cleveland School of Art, and the University for speakers for lectures, to Junior Council for generous assistance; to all of these groups and persons we owe our thanks and appreciation.

Films

Mr. Fox's report will naturally cover his services to the Department. We should like to add that his advice and his efforts in securing films is extremely valuable. It will no doubt be necessary to use more and more films for the duration especially for children since the bringing of groups of young players can no longer be managed because of transportation difficulties.

Lectures, courses and Classes O It is already apparent that the war effort has influenced practically all of our educational activities; movies, courses, lectures, and special exhibits, work with children, posters, victory programs, etc.

Special Exhibits - 1942 has had an unusual number of special exhibits that have taxed the time and strength of both the teaching (including public school) staff and secretarial staff. (Can American Be Bombed? - Fire Exhibit - Theatre Arts - School Exhibit - May Show - Severance Exhibit).

Inter-Museum Conferences - Dr. Munro will report on this.

Merry Christmas 1942 - Our most ambitious Christmas programs ever. For adults -

Dr. Kernodle's beautiful, sincere and timely play: A Nativity Play for the New World, bringing together Chinese, Negro, English, Jewish audiences of at least 700. The pageant, the tableaux, the three groups of singers:

Kerama House, Southern Serenaders; St. James Church Choir, Warner Swasey Choir,

under Mr. Blodgett's excellent direction. The splendid trees as a gift of the Halden Arboretum, the assistance of the Junior Council in their decoration and the final program of carols in the galleries; all these seemed to have set a high mark in our efforts in civic art. The children's part in the Christmas activities was equally outstanding. Every child had some part in them. For three weeks Christmas drawings and Christmas tree decoration was the major activity in Saturday classes. All of this was brought together in the Saturday afternoon program on "Decorating your Christmas Tree" which the staff consider "our nicest Christmas program."

Monday Staff Meeting and Information File - Dr. Munro will report on this.

Conclusions

With less money to spend, a smaller staff, transportation difficulties, constant changes due to the war, we believe that the Department has met the challenge with unusual efficiency and admirable accomplishment.

Respectfully submitted,

Louise M. Dunn, Associate Curator,
Department of Education.

ed. file

To: Curator of Education

From: Katharine G. Wicks, Supervisor of Saturday Morning Visual Arts

Subject: Annual Report, 1942.

- The plan outlined in 1941-1942 for the Saturday Morning Member's classes worked very well, on the whole. Children six and seven and eight and nine had drawing for half the morning and an "Activities Program" for the other half. The latter included a good deal of music and helped to bridge over the first year in which the Combined Course of Musical and Visual Arts had to be dropped. But it was found, in the opinion of the entire group, both teachers and children, that the whole morning would hardly be long enough for just drawing. This fall, accordingly, even the six and seven year-olds have a full program of Visual Arts lasting from nine-thirty to almost twelve o'clock.

In the Member's and Special Classes there have been a number of staff changes. Miss Clare Alice Hunter had to resign in the fall because of ill health. Her place was taken by Mrs. Eynon formerly of Park School. Mrs. Eynon is doing an outstanding piece of work with this youngest group. She plans always two and sometimes three activities each week and keeps the children busy and happy for the entire time. Frequent trips are made to the galleries and the morning goes with the greatest zest.

Mrs. Rita Myers is in charge of the eight and nine year-olds; these she manages with great ease and facility. This year Mrs. Wike's ten and eleven year-old group has reached a rather alarming figure of fifty-four children. They are crowded into the Class Room, but make the best of all difficulties and are in a state of supernatural virtue for fear the class may be divided and some of them may have to lose Mrs. Wike.

Another new member of the staff is Mr. Adams. His week-day job, Junior Achievements, is a most unusual one. He heads up the Cleveland branch of a national organization designed to provide young people with craft and business training. The boys and girls in Junior Achievements form their own companies, do their own selling, keep their own books, and make their own products. The

Cleveland branch is backed by some of the most important firms of the city, who are interested in having young people get some practical business training. To his teaching in the Museum, Mr. Adams brings the results of this valuable experience. He is doing fine work with the oldest class of Members' Children. This has always been something of a problem group. They are at rather a difficult age, one where interests begin to come to a focus, at least during brief and frantic period of enthusiasm. The more talented ones go into the Special Class in the Museum or to the Art School for advanced training; the less talented ones tend to lose interest unless deftly stimulated. Mr. Adams has, so far, succeeded in holding the group together very well indeed.

Mr. Chamberlin was somewhat loth to leave his teaching in the Free or Open Classes, but consented to take over the Younger Specials. Mr. John Teyral, who taught them last year, has gone into the Army. Mr. Chamberlin, as always, is dealing with his group expertly. He has an unusual understanding, both of this age - level in general, and of the problems of drawing and appreciation in relation to it.

Because of increasing responsibilities for his Civilian Defense Program, Mr. Fox had to give up his Saturday Classes. Mr. Day, a fine craftsman, himself, and a high school teacher took over the group of Older Specials. The boys and girls are responding well. Particular effort is being made in this group as well as in the Members' Classes to make more use of the Galleries, not only in order to use Museum objects as suggestions for specific problems, but also for the sake of a wider acquaintanceship with the collections. The Special Classes, as always, are under the direction of Mrs. Dunn.

This year no N.Y.A. assistants were available for any of the classes. Bernard Specht, who did such good work last year, was hired by Mrs. Dunn to continue as Mrs. Wike's assistant. William Ward helps Mrs. Ruggles on Saturday morning, assists with the children during the noon hour, and works for the

Superintendent in the afternoon. He, too, is very poised and more than capable. Mrs. Teyral has come in as an assistant to Mrs. Ruggles on Saturday, and may be called on for substitute teaching in the morning. She helps Mrs. Myers with her afternoon Costume and Cartooning Class. Miss Barbara Blackwell volunteered her services as a general Saturday morning helper; she has proved so valuable that she is now on the regular Saturday morning staff. She has not, as yet, settled down to a regular teaching job, chiefly because she has been so useful as a substitute, and in helping to meet incipient emergencies wherever they occur. Mrs. Phoebe Flory Walker, in charge of Volunteers for the Junior Council, had the excellent idea of securing Hathaway Brown students to help in Saturday morning classes in the Museum. As a result, ten sophmores were chosen; five come one week, a second five the next. They work in the very youngest nursery group, under Mrs. Miller, also a former Park School teacher; with Mrs. Eynon and with Mrs. Myers; also with the youngest group in the open classes. Never have we had such good volunteer student help, this despite the fact that the girls are so young.

In all classes, attendance has been a cause of pleasant surprise. The Members' Classes are as large as last year, even with gas rationing well under way. The matter of cars does not affect the Open Class so much, but increased difficulties in public transportation do. Yet, these too, have held up very well.

Mrs. VanLoozen continues her fine work as head of the Open or Free Saturday Morning classes. Her staff this year consists of Mrs. Lamiell, Mrs. Phoebe Flory Walker (with Mrs. Whittamore, a Junior Council Volunteer, as an alternate) Mr. Reed and Mr. Vollman. She, herself takes the older group and gets a very high quality of work from them.

In all classes, both Members and Open, an effort is being made to help the children feel, increasingly, their responsibility for the Museum. In the classes of children under twelve, one or more monitors are chosen to serve for a

month; in the older classes, a Junior Guard. The monitors are chiefly responsible for helping the teachers in class. Before and after class the Junior Guards help on the "check line" when the boys and girls leave or get their wraps, during the noon hour, and in the Auditorium. Several of the older ones have gotten work permits, and Mr. McCabe has them listed as possible helpers in his Department. One small boy, Norman Motko, is working regularly, and doing very well indeed.

The general plan of teaching procedure in all classes follows that laid down in an early statement of objectives by Dr. Munro under the title "A Graded Program in the Comparative Arts". This, though excellent, is very brief. There is still need of the long awaited "Syllabus" on Saturday morning teaching. Indications are that this will be one of the first "projects" for the New Year.

The one main effort in all groups has been the use of Museum material in relation to specific drawing problems. From this was to come, theoretically, also a broad base of general knowledge and appreciation of the collection. Facts did not bear out the theory. Apparently the children did not learn to know a given object by using it for their own ends; these ends were so important that the object as a separate entity apparently failed to register. It has been pretty conclusively proved that if a child is to learn about a given object, time must be put aside for this and for nothing else. In each of the classes efforts are being made to accomplish this.

The first term's work in all classes came to a focus in the preparations for the Museum's Christmas. In the Free Classes all children made Christmas drawings, each class selecting a different problem. From these, two drawings were selected from each group to be exhibited in the Educational Corridor during the holidays along with drawings done by the Older Specials.

In the Members' Classes and the Younger Special Class the aim was the decoration of the Christmas tree. Each class is to be given its own tree to be decorated in an individual fashion. On Saturday afternoon, the 19th, representatives from each class and their teachers are to take part in a Christmas program. The outstanding drawings from the Free Classes and Older Special Class are to be exhibited

on the stage and demonstrations given of ways to decorate the tree by children chosen from Younger Specials and the Members' Classes. Nor is the Christmas cookie to be omitted. This form of Christmas Saturday afternoon entertainment seems an ideal one -- a group of the Museum's own children working together on a combined undertaking in which all have shared with enthusiasm. Mrs. Dunn has planned the children's Christmas, and under her direction the whole affair has moved at a spirited pace.

Appended is Mrs. VanLoozen's report of the Summer Classes. This part of the work is becoming increasingly popular and, during the war, increasingly important. To keep so many children busy and happy during vacation is an achievement in itself, to say nothing of the very tangible results which are clearly shown in the warm weather crop of drawings. In addition to the usual work, last summer the children in the Free and Out-of-Door Classes signed up as Youth Victory Workers. Before they were given their Youth Victory Button by the Museum, the children had to make a drawing or poster of some activity in which they engaged. As a ^Sresult, thirty or so mounts of these drawings were sent to the Youth Victory Office and are being circulated throughout schools, libraries, and social agencies. Twenty-five dollars for mounts was supplied through the Office of Civilian Defense. The Youth Victory Activity will undoubtedly be continued next year.

It is hoped that the Out-of-Door Drawing Classes can run for a longer period this next summer than last. No part of the educational work seems more important.

Respectfully submitted,

Katharine Gibson Wicks, Supervisor
Saturday Morning Visual Arts

C O P Y

To Mrs. Dunn:

Report on Outdoor Sketching Classes, 1942

From Dorothy VanLoozen

The Outdoor Sketching Classes met four mornings a week this summer, June 16 through July 17. The teachers and age levels were:

Tuesday and Thursday

8 - Rita Myers

9 - Dorothy VanLoozen

10 - Viola Wike

11 - Price Chamberlin

Wednesday and Friday

12 - Viola Wike

13-14 - Dorothy VanLoozen

15-18 - Price Chamberlin

All of these teachers had taught in the Outdoor Classes before, so the general procedure, as well as results, was more than satisfactory. This year, also, we had an unusually efficient volunteer worker, Ruth Lawson, a graduate of Shaker Heights High School. She assisted Mrs. Myers with the youngest group on Tuesdays and Thursdays, and was with Mrs. VanLoozen's group on Wednesdays and Fridays. Also, on Fridays, Mrs. Phoebe Flory Walker did volunteer work. She was stationed at the Garden Center so that any teacher might send students there who were especially interested in drawing flowers. Mrs. Myers had charge of all drawing materials. Her assistant, Rita Roczkowitz (a former Outdoor Class student) stayed in the Auditorium all morning checking supplies and registration. Donna Cobb, another former Outdoor Class student, helped Rita Roczkowitz in the Auditorium and also acted as "guide" for the very young children who came late and needed to be escorted to their classes at a designated location in the park.

Enrollment and attendance this year was especially gratifying; the final grand total was slightly higher than in 1941. Statistics are on accompanying sheet.

Several factors influenced attendance: the tire conservation program, the cancellation of street car passes for young people over 12 years of age, and the increase in jobs offered to older students. In the final analysis, none of these seemed to materially affect the younger groups since there was a gain of 176 in attendance. Attendance for the older groups dropped 147 this year. In all classes (Saturday as well as Outdoor) teachers checked with students present regarding the absence of other regular students. As a result of this questioning we estimate that the drop in attendance for the older student groups was due almost entirely to the increase in jobs offered to these students.

Advance publicity was good this year. Announcements were carried in all papers, the Museum published its usual mimeographed sheet (sample attached), and Mrs. VanLoezen and Mr. Chamberlin gave a radio talk regarding Summer Activities over WTAM, Saturday, June 6, at 3 p.m. Teachers were requested to check with all new students as to the way in which they learned of the Outdoor Classes and to tabulate the answers. A summary of this is attached.

Since the information regarding the classes had so often come through the schools it seemed advisable to tabulate the schools from which these students come. This list, also, is attached to the report. It is significant in that it represents so many schools (119, of which 84 were public, 34 parochial and one private) and such a widespread geographical area. Also it is significant to note that the schools nearest the Museum (Murray Hill Elementary, Fairmount Jr. High, John Hay Senior High and Cathedral Latin) had not one representative!

Reports were made by the teachers concerning the specially talented students. Also a representative group of drawings has been retained from all classes. It is hoped that we shall be able to get mounts for these so that an exhibition can be made up this fall.

Respectfully submitted,

Dorothy VanLoezen, In Charge of
Summer Outdoor Sketching Classes

Ed. File

The Cleveland Museum of Art
December 16, 1942

To: Curator of Education

From: Katharine G. Wicks, Supervisor of Museum Instruction, Suburban, Private,
and Parochial Schools.

Subject: Annual Report, 1942.

STAFF
ORGANIZATION

The staff is very nearly the same as at this time last year.

Mrs. VanLoozen and Mrs. Wicks are the only full time teachers. Mrs. Myers is free for teaching for a day and a half a week, another half day going into getting materials ready for Saturday morning drawing classes; Mrs. Bates is only able to devote a half day every other week to the Museum's teaching schedule, but her work remains of the greatest importance; Mrs. Dorflinger is available for teaching two days a week and gives a half day of her time on Monday to the preparation of slide material to be sent out to the Cleveland Heights Schools. Miss Dana Church, a new and very real addition to the staff, gives two days to teaching and a third day to secretarial work.

Miss Harding now gives full time to secretarial duties and devotes much of her energies to school scheduling. The general coordination of teaching with all other activities is done by Mrs. Brown. Without her the Department would be in constant danger of constant confusion. A large number of people are doing what might be one full time job, but they are working very harmoniously and there is about as little lost motion as is possible with such a complex arrangement.

SECONDARY SCHOOL
PROGRAM

A glance at the comparative statistical sheet will show an increase in the Secondary School work. This section of the teaching is going very well indeed. Mrs. VanLoozen's course in American

SECONDARY SCHOOL
PROGRAM (cont'd)

Art for the Art Classes in Cleveland Heights has produced excellent results. Mrs. Bates does an outstanding piece of work with the Heights history classes. Courses are being given in the junior high schools as well as demonstrations in pottery-making, modelling, drawing by Mrs. Myers. Unless gas-rationing cuts the use of staff cars farther than seems probable, the secondary school work bids fair to continue without a great deal of interruption.

Some work is being done in Cleveland Heights High School along the lines carried on in Shaker Heights and John Adams last year. But it seems evident that unless Mrs. Ruggles has some one to whom she can delegate this work, as it was delegated to Mrs. Wellman last year, or unless some member of the teaching staff be selected to work under Mrs. Ruggles, it will be impossible to get real results. The success of any secondary school program depends upon the services of a Museum staff member in the schools. This has been proved not only by Mrs. Ruggles findings but also by experience with the teaching program. Only in so far as Mrs. VanLoozen gives this work her continued and tireless personal supervision does it succeed.

ELEMENTARY SCHOOL
PROGRAM

This is being carried largely by Mrs. Dorflinger, Miss Church and Mrs. Wicks. In addition to work in the Museum, Mrs. Wicks is spending three half days a month in two of the Heights schools. The purpose of her lessons there is to work out new units that may be incorporated into the new Art Curriculum for Elementary Schools in Cleveland Heights. The fourth week of the month, Mrs. Wicks spends the afternoon with Miss Scranton working on the new curriculum. This may prove to be a slow and prolonged piece of work, but it seems worthwhile because, for the first time the Museum will actually be written into the course of study. In addition to these trips, Mrs. Wicks gives a number of assembly programs in the elementary schools. This year she has been concentrating on American folk lore which may be

ELEMENTARY SCHOOL illustrated with Museum slides: a Pueblo Indian Tale, and one from
PROGRAM (cont'd) Central America.

Slides are sent out each week to two Heights Elementary Schools in response to specific requests by the class-room teachers. In addition, many teachers take a box of slides back to school after a lesson in the Galleries. All in all a good deal of material percolates through the system.

Fortunately Shaker Heights busses continue to reach the Museum once a week, and Mrs. Wike carries on her work with unflagging enthusiasm. She takes material to schools almost every day. Through her efforts, alone, a most valuable Museum connection is maintained.

The contacts with other suburban schools is rather slighter than usual partly because of transportation difficulties and partly because of the present staff situation which has made it difficult to assign one person to the task of keeping these contacts fresh. The important thing seemed to be the Heights affiliation. Private schools cannot reach the Museum except for a very occasional group; so far no effort has been made to get in touch with them this fall because the long trips involved seemed, temporarily at least, out of the question.

EXHIBITIONS

In October came the Work of the Art Departments of Suburban and Catholic Schools. Miss Harding did an excellent piece of work in planning this, and Miss Foote and her department did an almost super-human job in arranging it, as did the registrar's in checking the hundreds of small items in and out of the building. The values received from all this effort was very real. One of the most interesting phases was the very great interest taken by the Catholic Schools and the large number of new contacts made with them.

At the same time, Drawings of Children in Occupied Areas were shown in the Educational Corridor. This afforded a most interesting and poignant comparison.

EXHIBITIONS
(cont'd)

During the exhibition of Art in Australia two films were shown on Saturday afternoons, which focused the interest of young people on the paintings. Contemporary Art in the Western Hemisphere gave young people rather a wide view and was of interest to them because as a whole the pictures were quite forthright and realistic.

COMMENTS

As long as busses can run from Cleveland and Shaker Heights, and as long as staff tires hold out, the teaching schedule should not vary materially. If changes should occur so that classes cannot reach the building, the new plans may ^{have} ~~be~~ to be made very quickly. Enough planning in this direction has been done so that a rapid turn-about could be made with very little confusion. One trend is very apparent. More and more Mrs. Ruggles collection is proving its value. And as the Museum must inevitably be taken to many who cannot visit the Galleries, the demands upon her Division will be increasingly great.

On the whole, I should say that the teaching program has held its own fairly well and indications are that it will continue to do so; certainly the energy and above all the flexibility of the staff are a good indication of chances for a healthy survival.

Respectfully submitted,

Katharine Gibson Wicks, Supervisor of
Museum Instruction, Suburban, Private
and Parochial schools.

To: Curator of Education

From: Ann V. Horton, Supervisor of Museum Instruction,
Cleveland Public Schools

Subject: Annual Report -- 1942.

ELEMENTARY

The program of classes in the Museum has held up quite well in spite of changes in transportation. Principals are extremely cooperative in suiting the visits to schedules possible here. Museum teachers in turn make efforts to adjust their clerical work to give classes the advantage of avoiding traffic rushes. The 9:30 a.m., opening has not affected our work thus far.

In consideration of the points indicated above, Miss Horton will take Museum services to the most distant schools at intervals, and will meet the requests which teachers make for help in presenting new units of work.

Miss Horton has carried three radio series during the first semester 1942-1943.

JUNIOR HIGH

There have been no changes in opening hours of secondary schools, and in spite of increasing traffic difficulties there is an increase in Museum visiting, due largely to Mrs. Bullis' careful study of each teacher's problem, and by keeping her lectures keyed and timed to the specific needs of classes.

Two schools which have not used Museum services are now asking for schedules. Social Studies departments are sending requests for help on Oriental units.

SENIOR HIGH

Work at John Adams, initiated a year ago by the General Education Board grant goes on through requests to Mr. Jeffery for help in several departments, particularly Household Arts, and Social Studies. He has resumed full services to all of thirteen high schools, some of which had less service last year, due to his very active program at John Adams. Students from many schools

SENIOR HIGH
(Contd)

send pupils to the Museum outside of class hours to use questionnaires prepared by Mr. Jeffery as supplementary to his lectures.

At the request of Mr. Howell, Mr. Jeffery cancelled his November teaching schedule in schools, using his time to interview Departments of Personnel in large industrial plants in war production. This was done to obtain first-hand information as to places high school art students may fill after graduation.

The findings, filed with Dr. Munro and Mr. Howell, may influence pending changes of emphasis in senior high art curriculum.

Mr. Jeffery contributed to the radio theme of the art program at the Western Arts Association in March, 1942. Miss Horton has met three Federated Club groups and represented the Museum at the Oberlin College Symposium on occupations for women.

Respectfully submitted,

Ann V. Horton, Supervisor of
Museum Instruction, Cleveland
Public Schools

Ed file

The Cleveland Museum of Art
December 15, 1942

To: Curator of Education

From: Supervisor of Motion Picture Activities, Milton S. Fox

Subject: Annual Report for 1942

This is the fourth annual report on motion picture activities since you have placed me in charge of this phase of the Museum's work. Herewith I submit a detailed account of programs, showings, and attendances. I have also added a list of the films offered in connection with our various film activities, each title being listed according to the type of program -- Friday Evening Program, Saturday Programs, etc.

The total attendance for programs involving motion pictures in one way or another (including always the showing of a film) is 36,115. This is the largest attendance as yet reported in these annual reports. In the main, this increased attendance was due to the use of the British Fire Blitz films in showings inside and outside the building. However, all our other programs, pro-rated according to number of showings and total attendances, indicates that our motion picture attendances in general are somewhat above the averages of last year.

As to recommendations, those made on last year's report (except for the undertakings which have already been realized) are still considered advisable.

In addition, it is suggested that a member of the secretarial staff of the Educational Office be assigned to spend a small amount of time--perhaps as much as one-half day a week, or as little as two half-days per month--to assist in organizing and maintaining a completely cross-indexed file of motion pictures, motion picture sources and other similar data pertinent to the administration of a motion picture department. We constantly receive a considerable number of catalogs listing all sorts of films, and it is highly desirable to arrange this material to facilitate our bookings and to keep our showings at a high level of excellence. In addition, we receive many calls asking for advice on this or that type of film, where films may be obtained and so on. A systematic filing of our

booking material would help us to render an increasingly important service. It is suggested that, inasmuch as Miss Harding already has a familiarity and a great interest in the subject, that some of her time be set aside for this purpose.

It would seem that, since it is hard to attract audiences with our more traditional attractions, it might be advisable to extend the use of motion pictures in our activities. There is almost no subject or activity today which is not covered by excellent and even artistically-made films capable of sustaining the interest of almost any audience. A greater use of films to keep the Museum before the public, and attendances from sagging, is suggested.

Respectfully submitted,

Milton S. Fox, Supervisor
Motion Picture Activities

THE CLEVELAND MUSEUM OF ART

SUMMARY OF PROGRAMS 1942

	Total No. Programs	Total No. Showings	Total Attendance
Friday Programs	8	13	3041
Saturday Programs	11	11	2355
Sunday Programs	10	10	3597
Special Programs	71	71	27082
Film Class	8	8	40
	—	—	—
Total for year 1942	108	113	36115

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1942

Friday Film Programs

Date	Name of film	Size	Sound Silent	Attendance
Jan. 23	ART AND CUSTOMS OF THE PUEBLO PEOPLE by John Claire Monteith	16mm color	silent	187
Mar. 13	TIME IN THE SUN and DEATH DAY	16mm	sound	47 2:00 8:00 290
Mar. 20	PERU TODAY, LAND OF THE INCAS by William Blodgett Holmes	16mm color	silent	265
Oct. 16	ALEXANDER NEVSKY	16mm	sound	124 2:00 8:00 509
Oct. 23	JANOSIK	16mm	sound	55 2:00 8:00 407
Oct. 30	SONG OF CHINA	16mm	sound	306
Nov. 13	THE BIG PARADE	35mm	sound	35 2:00 8:00 385
Nov. 20	CAVALCADE	16mm	sound	61 2:00 8:00 391
Eight programs, thirteen showings				Total Attendance: 3041

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1942

Saturday Films for Children

Date	Name of film	Size	Sound Silent	Attendance
Jan. 3	WIZARD OF OZ	35mm	silent	359
Jan 24	TRAIL RIDING AND SKIING IN THE HIGH SIERRAS by John Claire Monteith	16mm color	silent	252
Feb. 28	PONY EXPRESS	16mm	silent	248
Mar. 21	PERU TODAY, LAND OF THE INCAS by William Blodgett Holmes	16mm color	silent	177
Apr. 11	PECK'S BAD BOY AT THE CIRCUS	16mm	sound	317
May 2	MADCAP MODELS, comic puppets by George Pal	35mm color	sound	154
Oct. 17	ALEXANDER NEVSKY	16mm	sound	188
Oct. 31	SONG OF CHINA	16mm	sound	146
Nov. 14	A VISIT TO AUSTRALIA	35mm	sound	150
Nov. 21	A VISIT TO AUSTRALIA AND CANADA	35mm 16mm	sound sound	179
Dec. 5	MADCAP MODELS, comic puppets by George Pal	35mm color	sound	215
Eleven programs, eleven showings, total attendance				2355

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1942

Sunday Afternoon Programs

Date	Name of Film	Size	Sound Silent	Attendance
Jan. 25	SUN AND SILENCE IN DEATH VALLEY by John Claire Monteith	16mm color	silent	407
Feb. 8	TULIP TIME IN HOLLAND, MICHIGAN and other films	16mm	silent	332
Mar. 22	PERU TODAY, LAND OF THE INCAS by William Blodgett Holmes	16mm color	silent	303
Oct. 18	ALEXANDER NEVSKY	16mm	sound	407
Oct. 25	JANOSIK	16mm	sound	426
Nov. 1	SONG OF CHINA	16mm	sound	445
Nov. 15	THE BIG PARADE	35mm	sound	475
Nov. 22	CAVALCADE	16mm	sound	508
Dec. 6	FILMS OF TRAVEL IN NORTHERN LANDS by George Brown	16mm	silent	216
Dec. 13	TARGET FOR TONIGHT	16mm	sound	78
10 programs, 10 showings, total attendance .				3597

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1942

Special Showings

Date	Name of film	Size	Sound Silent	Attendance
Feb. 4	Theatre Course: M. Fairbanks on the Theatre of India and China (films from Coomaraswamy)			23
Feb. 11	Theatre Course: M. Fairbanks on the Theatre of Japan (films from Coomaraswamy)			44
Mar. 12	LONDON FIRE RAIDS and STOP THAT FIRE (Opening reception for the London Fire Raids Exhibition)	16mm	sound	300
Mar. 24 Mar. 25 Mar. 31 Apr. 5 Apr. 7 Apr. 8 Apr. 12	Eight one hour programs of the following films, under the title of FILMS OF BRITAIN AT WAR LONDON FIRE RAIDS STOP THAT FIRE CHANNEL INCIDENT WAR AND ORDER COASTAL DEFENSE WOMEN AT WAR GOOFER TROUBLE FIGHTER PILOT MR. PROUDFOOT SHOWS A LIGHT A FEW OUNCES A DAY BEHIND THE GUNS LOFOTEN		sound	Mar. 24 -125 Mar. 25 -284 Mar. 31 - 35 Apr. 5 - 500 Apr. 7 - 50 Apr. 8 - 73 Apr. 12 -423
Mar. 12-April 12 - 59	outside talks by the Auxiliary Firemen (using Mar. 12 films)			24,805
May 8	CLEVELAND HEIGHTS ART FILM	16mm	silent	(staff) 12
Oct. 30	CLEVELAND HEIGHTS ART FILM (At. NEOTA)	16mm	silent	408

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1942

Film Class

Meetings on:	Attendance:
January 8	4
January 22	4
February 5	7
February 12	4
February 19	6
February 26	6
March 5	4
March 12	5

THE CLEVELAND MUSEUM OF ART

Motion Pictures 1942

Lectures and Entertainments Supplemented by Films

Date	Name of film and lecturer	Size	Sound Silent	Attendance
Jan. 23	ART AND CUSTOMS OF THE PUEBLO PEOPLE by John Claire Monteith	16mm color	Silent	187
Jan. 24	TRAIL RIDING AND SKIING IN THE HIGH SIERRAS by John Claire Monteith	16mm color	silent	252
Jan. 25	SUN AND SILENCE IN DEATH VALLEY by John Claire Monteith	16mm color	silent	407
March 20 March 21 March 22	PERU TODAY, LAND OF THE INCAS by William Blodgett Holmes	16mm color	silent	265 177 303
March 13 through April 12	The three members of the London Auxiliary Fire Service spoke at the eight film showings in the Museum, to a total attendance of..... The same three firemen spoke outside the Museum with films as supplementary material, to a total of 59 groups, with a total attendance of.....	16mm	sound	1790 24805

To: Curator of Education

From: Milton S. Fox

Subject: Special Educational Department Civilian Defense and Related Activities

In January of 1941, certain government agencies in Washington requested of Mr. Milliken that the Museum undertake direction of art activities for war in this region. As a result of numerous conversations, and because of considerable study already given to the problem, I was delegated by Mr. Milliken to "devote as much time as was required by the needs" in carrying out such activities. This assignment by Mr. Milliken was discussed with Dr. Muhro and Mrs. Dunn, and was approved and confirmed by the Trustees of the Museum.

The activities described below, with the exception of the first item, are the consequences of this assignment.

1. In the winter of 1940-41, I wrote a pamphlet entitled Art, Art School and Defense which sought to detail ways of using art in behalf of defense and war, and methods of training artists for such needs. The pamphlet was well received wherever it was sent but always returned as "premature". After Pearl Harbor, the pamphlet was enlarged in scope and issued in the form of a summary. Mrs. Malcolm L. McBride sponsored its first edition, January, 1942 (200 copies), of which 180 went to art and craft schools, universities, and technical schools throughout the country. A second edition was required in February, of 500 copies, (sold at 30¢ a copy), and subsequently a third edition in October of 200 copies. To date some 800 copies have been sold, and the pamphlet has received numerous reviews.

2. I was appointed chairman of the Committee on Posters, Visual Aids, and Artistic Services, Cuyahoga County Council for Civilian Defense, in January, 1942. The Committee was composed of well-known artists and educators representing all the artistic groups in the city. As a result of this activity, several dozen

posters, various types of photographic service, numerous displays (including a large display for the Office of Civilian Defense in Washington, and a very large display for the Blood Donor Services), illustrations, lay-outs for booklets and other printed matter, descriptive charts explaining salvage and rationing, etcetera, were executed. Some attempt has been made to build up a "library" of such graphic material for circulation throughout the county. With the collaboration of the undersigned, a Film Bureau was instituted as a nominal function of this Committee. Also subsumed under this Committee were the artistic services--sketches, quick portraits, etc.--in connection with the Stage Door Canteen. In December, due to reorganization in the County Council, the Committee was disbanded as such; I was reappointed as Director of Artistic Services. Throughout the year I have been in contact with other organizations in the country seeking information about methods and procedure.

3. I was appointed chairman of the Civilian Camouflage Committee of the Cuyahoga County Council for Civilian Defense, in January, 1942. The activities of this committee fall under five main headings:

- a. Research into the field of camouflage and protective concealment
- b. Collection of data relative to the camouflage protection of the Greater Cleveland area
- c. Field and laboratory tests
- d. Observation and reports
- e. Lectures and teaching

The most notable achievements in a general report of this sort are those in the field of smoke camouflage and light camouflage. A number of smoke tests have been held which have attracted wide attention in army and civilian circles, resulting in many visitors and much mail coming to the Museum. Two reports were written by me, and these are being used in Civilian Protection schools conducted by the War Department, and also as a basis for class discussion at the Chemical Warfare School at

Edgewood Arsenal. I was sent to Fort Belvoir to study with the Engineer Board at the Second Civilian Camouflage Course, held in June and July, 1942. There followed numerous visits and discussions with smoke and camouflage authorities at Edgewood Arsenal, Quantico and elsewhere. My other activities in this direction include the publication of numerous articles on camouflage and smoke protection, lectures on the subjects to Civilian Defense Camouflage Classes at the Carnegie Institute of Technology, Pittsburgh, the School of Design, Chicago, Columbia University in New York and groups in other cities. In Cleveland, lectures and talks have been given before groups ranging from high school students to plant protection officers, and some ~~three~~ thousand persons in all have been addressed since mid-summer. Also to be included are camouflage teaching activities for courses at the Cleveland School of Art, for Case School of Applied Science. Some of these activities have been directed to the high school art teachers in this vicinity, and material to be published by the Museum is to be distributed to them to aid in their teaching and to describe museum material available in such teaching.

4. All civilian defense activities in which I am engaged are always announced as "supplied by the Cleveland Museum of Art". Publications of general availability are listed as "Art and War-time Publications of the Department of Education, The Cleveland Museum of Art". The pamphlet referred to in item one is entitled "The Use of Art and Artists in Times of War". Soon to be issued is a pamphlet on camouflage and protective concealment, primarily for use by local high school teachers, and finally, a pamphlet detailing the use of smoke for protective concealment.

It is to be pointed out that I have received no salary whatsoever in connection with these ^{newly added} activities; sometimes expense money is provided but, locally, personal expenditures for gasoline, travel and supplies have been the rule. It is also to be pointed out that the assumption of these new responsibilities has been allowed to interfere only slightly with the execution of customary museum tasks:

of all the activities maintained in the past several years--as Supervisor of Motion Picture Activities, lecturing and teaching at the Museum, Art School and outside, teaching Saturday morning classes, and occasional special assignments--only two activities have been dropped: a week-day class (which was originally dropped due to inadequate attendance) and the Saturday morning "Special" class. I wish to report, on the other hand, an intensification of certain activities: many more talks to clubs and groups, more activity in relation to motion pictures, much more writing which receives publication.

The Civilian Defense Office has supplied volunteer help from time to time, and is now supplying all operating materials and costs. A note of appreciation is in order, calling attention to occasional volunteer services, on their own time, of numerous members of the Museum staff.

Respectfully submitted,

Milton S. Fox
Department of Education

The Cleveland Museum of Art
December 30, 1942

To: Curator of Education

From: Dorothea Doig, Lecturer in Music

Subject: Annual Report, 1942

This is the second yearly report of the Saturday Morning lectures in music for adults, parents of children attending classes in art. It is a heterogeneous group both as to age and intellectual and cultural background. The membership includes mothers and grandmothers of children attending art classes, also two men and two children, a boy and a girl in their early teens. As was the case last year, some have studied music extensively, others little if at all. The attendance has averaged twenty to twenty-five in spite of the fact that some come only every six weeks, others every three weeks, because of transportation, and several attend regularly each week. For several, this is the second year they have been enrolled for the music lectures.

The varied background and experience in music, the irregular attendance has necessitated a change of program for the year. The general aim of the course has been acquaintance with much good music, characteristics of various periods of musical development, and contributions of leading musicians. An effort is made to apply this knowledge in recognition of instrumental and vocal quality, style and musical forms when heard.

A number of times, combined lectures in music and art have been presented.

List of Lectures, October-December, 1942

October 17	Musical Expression and Impression
October 24	Elements of Music: Rhythm, Melody and Harmony
October 31	Rhythm
November 7	Melody and Harmony
November 14	Music of Near and Far East
November 21	Theme and Variation
November 28	Vocal Quality

Assisted by Miss Goldie Hoffman, contralto, and
Miss Elaine Kirchner, accompanist, students of
Western Reserve University

December 5	Primitive Music and Dance, Assisted by Students from the classes in Physical Education, Flora Stone Mather College
December 12	Songs and Song Writers from Early Greek to Bach Assisted by Miss Goldie Hoffman, contralto, Miss Yvonne Danielson, soprano, Miss Elaine Kirchner, accompanist, students from Western Reserve University.
December 19	Music and Art Appropriate for the Christmas Season Assisted by Mrs. Viola Wike

The Radio-Phonograph Program, Sunday afternoon from two to five, is open to anyone, child or adult, who may wish: 1. To hear a certain record from our unusually fine collection; 2. to hear the New York Philharmonic program; or 3. just to rest before continuing a tour of the museum.

The average attendance has been fifty-two; the lowest, thirty-three, the highest, seventy-one. Families and individuals ranging in age from children of six to elderly men and women have come to listen. Children as young as nine or ten have requested specific records. About ten persons have attended three or more Sundays. Fewer people stay for the radio programs.

Visitors may come in at any time, stay as long or as short a time as they wish. From two to three o'clock, an opportunity is given to hear records. Many visitors know exactly what they wish to hear, others need to refer to our card file, for a suggestion. The requests have been for a definite record, waltzes, something light, Hungarian Folk Music, Spanish Music, dances--but not popular, the old dances, Shostakovich, Schomberg, some contemporary or modern.

Early in December a request came to accomodate a group of one hundred young people interested in listening to recorded music. The history of this group is interesting. It began with a dozen or so young people meeting at their own homes, playing their own records. In two and a half years the group has grown until there is a mailing list of one hundred or more. They have no organization, that is, no officers. The age range is twenty to thirty years. Members of the group are engaged

in many different ways, some salespeople, stenographers and students. Few have had special music training. They have discourage new members who were interested in making new friends rather than listening to music. The sole reason for the existence of the group is a common interest in listening to music. They have met at the Cleveland Music School Settlement and the Drury Club, but have not found the arrangements satisfactory, though they preferred the residence type of meeting place to a school or classroom situation.

They have decided to try our Sunday Afternoon Radio-Phonograph Program. The present idea is to try to work out a plan that will be satisfactory to them and at the same time consider our own public. One suggestion is to reserve one Sunday each month for a program requested by the members of this group, open to their own members and the Museum public.

A list of phonograph records played and recurrence of requests by children and adults is attached to this report.

Respectfully submitted,

Dorothea Doig
Lecturer in Music

List of requested photograph records:

Composer:	Title:	Children:	Adults:
1. Albeniz	Navarro		1
2. "	Seville		1
3. Bach	B. minor Mass Sanctus		1
4. "	Brandenburg Concerto		1
5. "	Jesu, Joy of Man's Desiring		1
6. Bartok-Szigeti	Hungarian Folk Tunes		1
7. Beethoven	Symphony No. 5		1
8. Brahms	Cradle Song of Virgin Mary		1
9. "	Sacred Cradle Song by Reger		1
10. "	Hungarian Dances		1
11. "	Lullaby		1
12. "	Piano Concerto		1
13. "	Quartet, first movement		1
14. Chabrier	Espana		2
15. Chopin	Ballade, F minor		3
16. "	Ballade, G minor		2
17. "	Nocturne in E. minor		2
18. Corelli	Concerto Grosso, Christmas Concerto		2
19. Debussy	Afternoon of a Faun		3
20. "	Iberia		1
21. "	In the Streets and Byways		2
22. "	Odors of the Night		1
23. Gershwin	Rhapsody in Blue		2
24. Gounod	The Prison Scene from Faust		1
25. Granados	Spanish Dance		2
26. Grieg	Peer Gynt	2	
27. Grofe	Grand Canyon Suite	5	
28. Mahler	1st Symphony in D major		1
29. Mendelssohn	Violin Concerto in E minor		1
30. Mozart	Clarinet and Piano Quintet		2
31. "	Violin Concerto in D major		1
32. Moussorgsky	Boris Goudonov		1
33. "	Night on Bald Mountain		2
34. Offenbach	Barcarolle from Tales of Hoffman	1	
35. Rachmaninoff	Piano Concerto first movement		1
36. Rimsky-Korsakov	Le Coq d'Or		1
37. "	Scheherezade		1
38. Rossini	Barber of Seville		2
39. Sibelius	Second Symphony, first movement		1
40. Strauss	Don Juan		1
41. "	Tales from the Vienna Woods	2	
42. "	Voices of Spring	2	
43. Stravinsky	Rites of Spring		1
44. Tchaikowsky	B minor Concerto, piano	1	
45. "	Andante Cantabile	2	
46. "	Nutcracker Suite	3	
47. Wagner	Idyll		1
48. "	Siegfried, Prelude Act III		1
49. Folk Tunes	Cielito Lindo		1
50. "	Carmela		1

To: Curator of Education

From: Ruth F. Ruggles, Supervisor, Division of Circulating Exhibits

Subject: Annual Report, 1942.

	<u>1941</u>	<u>1942</u>
Exhibits placed in cases	895	
Special gallery exhibits, Shaker High and John Adams	18	10
Objects lent for class room use	4367	
Framed paintings and prints	120	
Mounted posters	185	
Exhibits installed by schools		

During the first six months of the year attention was concentrated upon work with Shaker Heights High and Junior High Schools and John Adams High School under the grant from the General Education Board. Exhibits were kept in all three buildings and material supplied to teachers for class room use, until the close of school in June.

Mrs. Wellman handled all personal relations with teachers, delivered to them slides, photographs and other material for class room use, and arranged numerous exhibits in cases and corridors. Larger exhibits which required hanging, or carrying a considerable amount of material, were done mainly by Mr. Alvarez. In hanging large pictures, where two men were needed, N.Y.A. students were used when possible, otherwise a man hired from the service department of the Museum. The Social Room at John Adams and the Gallery at Shaker High are equivalent in size to a small Museum Gallery.

Mrs. Wellman began assembling material for the final report on work under the grant, in the spring months. However, much of the necessary data could not be gathered until the close of school. During July and the first half of August, Mrs. Wellman and I worked intensively on the report, with invaluable editorial assistance from Mrs. Wicks. Miss Clare Hunter, who typed and cut the stencils, was largely responsible for typographical arrangement.

During the second semester an attempt has been made to extend the work with secondary schools developed under the grant. Mr. Howell held a meeting of the heads of Cleveland high school art departments at the Museum in September, at which time the best of our material for their use was exhibited. Considerable interest was expressed and arrangements made for borrowing certain materials. Exhibits have been sent to several Cleveland high schools which have availed themselves of very little of our service in the past. Cleveland Heights High School with the cooperation of Mrs. VanLoozen, is receiving exhibits regularly. I have had conferences with teachers in the French and English department of that school who are making use of class room material.

The most conclusive finding in work under the grant was that there is need of a liaison officer between school and museum. This has been borne out even more clearly this autumn. School programs are so full, and teachers so busy that unless there are constant reminders, the use of visual material which must be called for, or merely requested, is apt to be neglected. Efforts have been made to continue the close cooperation with the Shaker Heights secondary schools; Miss Ely and Miss Corser volunteered to act as contact officers for their buildings, to receive requests and transmit them to the Museum, but, on the whole, results have been disappointing.

There have been many changes in school personnel during the past year, due to war conditions. Many teachers, both men and women, have gone into some form of war work or service. Some have not been replaced. For instance, a course in dramatic art at Shaker, long a popular one, after losing three teachers had to be dropped entirely. Both Home Economics teachers are new. There is but one art teacher instead of two. Courses in relation to the war, such as the pre-aviation instruction recommended by the government, and special mathematics courses have been introduced and naturally are being given special attention. Air raid drills were conducted intensively during the opening weeks of the fall term, Red Cross work, rationing (both teachers and older students took part), war stamp sales and other such activities are taking all spare time. Art students are being assigned propaganda subjects. It is doubly difficult to keep art interests alive.

During the first half of the year, though work under the grant was given priority, effort was made, as it was throughout the period of the experiment, to carry on the long-established service to schools, libraries and other agencies. Practically the same number of places have been reached as formerly though less frequently.

At the opening of school in September uncertainty as to use of automobiles made it seem best to do as much as we could from day to day until a decision was reached, but to make no promises as to continued service. Customary notices were not sent to schools but most of the "regular customers" called for exhibits and were taken care of. Perhaps it was a test of genuine interest.

Special care has been given to planning to save mileage and service to a few of the most distant schools has been discontinued regretfully. When gas rationing was finally decided upon we asked for supplementary gasoline only for Mr. Alvarez's car. With letters of recommendation from the superintendents of Cleveland Heights, Lakewood and Shaker Heights Schools and the librarian of The Cleveland Public Library and a definite statement of our aims and needs by Mr. Williken, presented to the ration board, Mr. Alvarez was allowed a total of eight coupons a month or roughly 480 miles of travel, which has to take care of his driving to and from the Museum, her personal and occupational driving. It will be necessary to cut our customary service somewhat.

STAFF

Mrs. Wellman resigned at the expiration of the G.E.B. grant, June 30, but continued to work on volunteer basis until the completion of the final report on work under the grant. Her knowledge of museum resources and school needs, her willingness to adapt herself to the task at hand and to fetch and carry, but more than all, her tact and pleasing personality were invaluable in conducting the experiment with secondary schools.

Mrs. Charlotte Bates throughout the year has assumed responsibility for exhibits in the five Euclid schools, making contacts with teachers and installing exhibits. This involves considerable time and hard work in handling material, and the use of her own car. Even with gas rationing she expects to continue this volunteer service.

Two N.Y.A. students from Art School were assigned to this division during the first semester, but as the government subsidy has been greatly curtailed there have been none this fall.

Joseph Alvarez has continued as the mainstay of the division, giving service beyond praise, for quiet, never-failing competence.

JUNIOR MUSEUM

To meet the interest in Latin America, an exhibit of Latin American crafts was arranged in the Junior Museum early in January. Every clue as to individuals who might have material was followed and objects borrowed from fifteen different persons. Our own Mexican collection was drawn upon. The result was gay, but rather disappointing as to variety and quality. The exhibit took a good deal of time in locating, collecting and returning material, all of which was handled by this division.

On account of increased attention focused on the Orient, as a result of the war, an exhibit of Crafts of the Far East, drawn from our own collections was installed in the Junior Museum about the first of March. This was of sufficient interest to visiting classes to justify its continuation until the end of school.

When, in the early summer, it was decided to remove the Museum's most precious objects to the basement galleries for greater safety, most of the North American Indian material was installed in the Junior Museum for duration.

EDUCATIONAL CORRIDOR

The World at War through the Eyes of its Children, an exhibit of drawings by children of the European countries at war, circulated by the American Society of Friends, was shown in the Educational Corridor from October 6 through November 1.

Christmas drawings by Museum classes are to be placed on exhibition December 21.

GALLERY OF THEATRE ART

The theatre models acquired through the G.E.B. grant were permanently installed in the former Studio A in the summer. Mr. Alvarez and I assisted in the planning and installation.

GIFTS

Most acceptable additions to the lending collection were received from the following individuals and organizations:

Mrs. Kenneth F. Bates
Mr. George W. Bierco
Mrs. Benjamin P. Bole
Miss Emma Brassington
The Central Outdoor Advertising Company
The Cuyahoga County Library
Mrs. Louise M. Dunn
Mrs. A. W. Gilson
Mr. R. H. Gries
Mrs. Julius Kahn
Miss Lucia McBride
Mrs. Malcolm L. McBride
Miss Caroline Morgan
Mrs. E. A. Ruggles
Mrs. W. M. Rutter
The Estate of Mrs. J. Livingstone Taylor

Most noteworthy was the material from Mrs. Taylor's estate, 150 objects in all. Included were twenty-two excellent North American Indian baskets, eleven of them especially good examples by the North Pacific Coast Tlinkit Tribe. Also included were several fine pieces of Chinese and East Indian embroidery and other Oriental objects of particular interest at this time.

Miss Sykora of the Central Outdoor Advertising Company who has given so generously of posters in the last few years has been receiving fewer foreign and commercial posters, but has been concentrating on war posters of which she has given the Museum some seventy-five.

PURCHASES

No funds have been available for purchases except from the G.E.B. grant. From this were acquired a number of examples of good craftsmanship, especially in metal and pottery, which would be of value in working with craft classes in secondary schools. A model of a stage, for student manipulation, requested by Shaker High drama department was made in the Museum carpenter shop.

CONCLUSION

Assistance to teachers on the Museum staff and to others from outside is a part of the service of this division which takes time but does not loom large in

statistics. The selection of a few objects to illustrate a lesson, checking and packing them, can absorb as much time as preparing a case exhibit to be sent out. However, our staff teachers say repeatedly that the few actual objects seem to make more impression than pictures or slides. Easing of the pressure of work under the grant is allowing time to do other things a little better. If we should be curtailed on outside work due to mileage rationing, we are planning to prepare more self-conducting exhibits which can be sent from school to school by board of education truck or teacher's car.

Respectfully submitted

Ruth Field Euggles
Supervisor of Circulating Exhibits

Ed. file

The Cleveland Museum of Art
December 17, 1942.

To: The Curator of Education

From: Margaret Munger, Supervisor of Club Activities

Subject: Annual Report, 1942.

I — Club Work (club talks, gallery talks, courses, conventions, docent calls conferences)

Month	1942		1941	
	Attendance	Groups	Attendance	Groups
January	104	7	197	15
February	228	16	269	14
March	259	16	413	20
April	140	12	167	12
May	603	27	657	32
June	45	5	175	12
July	13	2	9	3
August	—vacation—		41	2
September	136	12	52	6
October	208	16	315	17
November	333	20	146	10
December	<u>131</u>	<u>5 (thru 10th)</u>	<u>38</u>	<u>1</u>
	2200	138	2479	144

II — Talks outside the Museum (included in I)

May — at Federation of Women's Clubs	40	(free)
at Phyllis Wheatley Settlement	25	"
at Phyllis Wheatley Settlement	40	"
Dec.— at Cleveland Heights High-2 talks	40	"
	5 talks 145	" (5 talks 290—\$15.00)

III — Gallery Talks (included in I)

January	French Painting	28
February	Mexican Drawings	46
May	May Show Oils	80
November	Severence Paintings	60
	Australian Art	<u>42</u>
	5 talks 256	(5 talks — 286)

IV — Courses (included in I)

1. Museum Saturday Mornings: American Art and Museums, etc.

January	2 talks	33
February	4 "	53
March	4 "	60
October	<u>1 "</u>	<u>25</u>

11 talks 171 (14 talks — 203)

IV -- Courses (continued)

2. Ophello Club: American Cities, and Cleveland Museum of Art

January	2 talks	32	
February	2 "	33	
March	2 "	29	
April	2 "	35	
May	1 "	23	\$10.00 gift
October	2 "	42	
November	2 "	36	
December	1 "	40	

14 talks 270 (14 talks -- 284)
(They also take out three memberships)

V-- Talks on Special Exhibitions (included in I)

French painting

1 Sunday Gallery Talk	28	
2 Other talks	46	
	3	74

Mexican Drawings

1 Sunday Gallery talk	1	46
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Blitz Exhibition

1 Mus. Saturday Morning	18	
3 Other talks	107	
	4	125

Jerome Myers

1 Mus. Saturday Morning	1	12
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May Show

1 Gallery talk	80	
19 Other talks	289	
	20	369 (28 -- 598)

Bombing Exh.

2	37
---	----

Severance Collection

1 Gallery talk	60	
1 Other talk	25	
	2	85

Australian Art

1 Gallery talk	1	42
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33 talks 744 attend. (35 -- 767)

VI -- Docent Calls (included in I) 5 15 \$1.00 ¹⁹⁴¹
(6 -- 10)

VII -- Conferences (included in I)
27 conference -- 20-3/4 hours, attendance 40 (13 -- 20)

VIII -- Conventions (included in I)

January	Ohio Bottlers	10	
May	Pediatricists	45	
July	Radio Engrs	12	
September	Catholic	2	
November	Contractors	<u>23</u>	
			5 talks 92 attend (8 -- 309)

IX -- Radio Talks (included in I) 2 None

X -- Writing: Plain Dealer, May 10, Sunday--"Our American Forefathers".

XI -- Cash Receipts

Ophello Club Gift	\$10.00	
Docent Fee	<u>1.00</u>	
	\$11.00	(\$25.00)

XII -- Sunday Gallery Guidance (initiated in October, 1942) (included in I)

October 18	attendance	50	November 15	20
October 25	"	40	November 22	20
November 8	"	25	November 29	24
			December 6	33
Total 7 days -- 212 attend.				

XIII -- Art Index (not in I)

January	34-1/2 hours	July	6-1/2 hours
February	3	August	5
March	14-1/2	September	19
April	33	October	17-1/4
May	36-1/2	November	22-1/2
June	23-3/4	December	4-1/4
Total -- 219 hours and 45 minutes			

XIV -- Work for the Director (not included in I, is charged to Mr. Milliken's Dept.)

March	2 hours
June	38-1/4
July	85-3/4
August	43-1/2
September	14-1/2
December	8-1/4
Total 192 hours and 15 minutes	

Respectfully submitted,

Marguerite Munger,
Supervisor of Club Activities

To: Curator of Education

From: Margaret Fairbanks, Instructor, Department of Education

Subject: Annual Report, 1942.

A. WORK AT THE ART MUSEUM

I CLASSES

Understanding India, Yesterday and Today

Four lectures in October, total attendance--76

The Oriental Theatre

Three lectures in December, total attendance--

II FLOWERS AND GARDENS

a. Classes

1. Table Arrangements

Three lecture demonstrations in January, total attendance--19

2. Flower Arrangement: the Main European Styles

Sixteen lecture demonstrations, February, March, April and May, total attendance--154

3. Herb Gardens

Four lectures in June, total attendance--57

4. Flowers in the House and Garden

Seven lectures in August and September (with visits to gardens) total attendance--113.

b. Flower Show of the Work of the Flower Arrangement Classes

Held June 3, 1942. Approximate attendance--200.

This is the first Flower Show that the Museum has held. It was staged in the Junior Museum. There were about forty entries. The judges were Mr. Milliken, Mr. H. H. Clark and Mrs. Fairbanks.

c. Flower Arrangements in the Galleries

This project was financed by a fund of \$100. Of this fund \$13.07 remains.

1. Seven vases were bought, appropriate for specific galleries and their collections:

2 vases for the French 18th Century Rooms.

1 vase and stand for the Egyptian Gallery

(copy of an Egyptian vase and stand)

1 vase for the Gothic and Renaissance (Holden Room) Galleries.

1 vase for the Chinese Gallery

1 vase for the Japanese Gallery

1 vase which adapts to many galleries (especially oriental)

2. During the year flower arrangements were exhibited in the galleries on eight occasions, as follows:

February 6. In the French 18th century Gallery.
This was mentioned by Grace Kelly in her column, and reproduced with another arrangement of fruit, in one of the other papers; along with an interview with me.

February 13. Chinese Gallery

March 6. Persian Gallery

March 13. Egyptian Gallery: Fruit and Vegetables

April Gothic Gallery

April Gothic Gallery (two weeks after above)

May Holden Room

October The Downstairs Chinese Gallery

From notes that I kept I have some indication as to what flowers stand up better than others. Friday seems to be a good time to put up an arrangement, as then it is on view for the week end. Very few flowers don't stay fresh until Tuesday, that is five days—some last longer.

d. Flowers Arranged for Special Occasions

1. Arrangements were made for special occasions as follows:
Through April a large silver dish belonging to the Museum was kept replenished with flowers in the Rousseau de la Rottiere Room. (These flowers were furnished by the Director's Office.)
2. June—two arrangements for Arthur Quimby's party, on the tables in the hall. (One of these was in a silver bowl loaned for the occasion by Potter Mellen.)
3. October—two arrangements in the Japanese manner for the Lecture Hall on the Wednesday night program.

III OCCASIONAL LECTURES IN THE MUSEUM

Nine lectures, as a rule on Oriental Art or on Flower Arrangements or Flower Motives in Art. Total attendance—297.

Three lectures in the Wednesday night Theatre Course, illustrated with moving pictures, (borrowed from Dr. A. K. Coomaraswamy) and lantern slides.
Total attendance—81.

IV SUNDAY GALLERY TALKS

Four. Total attendance—240.

V SUNDAY LECTURE: CHINESE FLOWER ARRANGEMENT

B. WORK OUTSIDE THE ART MUSEUM

I CLASSES IN ART HISTORY AT FLORA STONE MATHER COLLEGE

Survey of Art History, Tuesday and Thursdays throughout the college terms.
First term class--38 Second term class--22

Indian Art. Tuesdays and Thursdays, first term class--5.

Chinese and Japanese Art. Tuesdays and Thursdays, second term class--9.

II RADIO TALKS

- a. March 8, Art in the Eastern War Areas—(Java, Burma, French Indo-China.)
- b. July 17, Herbs, How to Grow and How to Use Them, for the Garden Center
- c. December 12, Latin American Art

III OUTSIDE LECTURES

Nine lectures on Flower Arrangement, Gardens, Herbs, and Oriental Art.
Attendance approximately--926.

IV CHAIRMANSHIP OF THE ART COMMITTEE OF THE CLEVELAND COUNCIL ON INTER-LATIN AMERICAN AFFAIRS.

I accepted this appointment in September and have been working with the help of the Committee (Miss Louise Burchfield, Miss Louise Morris, Miss Beatrice Harding, Leon Broch, George W. Bierce) on rounding up sources for films, lantern slides, books, exhibitions available for loan, objects for sale.

Respectfully submitted,

Margaret Fairbanks, Instructor
Department of Education

A P P E N D I X

Details of Section A-III and IV, and B-III.

A-III OCCASIONAL LECTURES IN THE MUSEUM

<u>Group</u>	<u>Subject</u>	<u>Attendance</u>
Lake Erie College	Salvator Dali	24
Mrs. Ball's Class F.S.M.	Furniture	25
Junior Council	Oriental Art	
Tuesday Study Club	May Show	30
Garden Lovers' Club	Flower Motives in the May Show	15
Norwalk Garden Club	General Tour	10
Idlewood Garden Club	Flower Arrangement with Slides	22
Wednesday Night Course---	Chinese Art	151
Mr. S. Baldwin's Class in Russian History, F.S.M.	Russian Art	20

A-IV SUNDAY GALLERY TALKS

Oriental Art	Attendance	22	
Dali Show	"	143	
Paul Revere's Silver	"	43	(April 19, of course.)

B-III OUTSIDE LECTURES

<u>Group</u>	<u>Subject</u>	<u>Attendance</u>
Women's City Club	Herbs	75
Garden Center	Flower Show	75
Harvey Rice School	Flower Arrangement	100
Harvey Rice School	Flower Arrangement	65
Euclid Garden Club	Flower Arrangement	125
Bay Village Women's Club	Herbs	150
Women's Club of Covington, Ky	Gardens	130
Y. W. C. A.	Chinese Art	150
First Unitarian Church	Flower Arrangement	35

Ed. file

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PUBLICATIONS

Dorothea Doig

Creative Music II: Music Composed for a Given Subject
Creative Music III: Music Composed Using Given Musical Problems
(in the Journal of Educational Research, in series which
started December 15, 1941)

Music Tests and Measurements
(in Dictionary of Music and Musicians, ed. Willi Apel,
pub. by Harvard University Press)

Milton S. Fox

The Use of Art and Artists in Times of War
(The Cleveland Museum of Art, January, 1942, February, 1942
October, 1942)

Camouflage and the Artist
(in Magazine of Art, April, 1942)

The First Trial Sectional Smokeout in Cleveland, April 29, 1942
(Civilian Camouflage Committee and The Cleveland Museum of Art)

The Second Trial Sectional Smokeout in Cleveland, May 20, 1942
(Civilian Camouflage Committee and The Cleveland Museum of Art)

Protective Concealment (lecture summary)
(Case School of Applied Science, for Engineering, Science
and Management War Training Course, for the U. S. Office of
Education, August, 1942)

Hazes and Smokes in Modern Warfare
(translated--with Dr. L. Eavis) from the French of H. Volta)
(Civilian Camouflage Committee and The Cleveland Museum of Art)

Elizabeth Harding

Editor of monthly Bulletin, Motion Picture Council of Greater Cleveland

Charles B. Jeffery

Art Appreciation by Radio
(in Everyday Art, March-April, 1942)

Enriching the Curriculum with Transcriptions and Visual Materials
(in Western Arts Bulletin, September, 1942)

Marguerite Munger

Our American Forefathers
(in the Cleveland Plain Dealer, Sunday, May 10, 1942)

Thomas Munro

Aesthetics
(p. 6, in Dictionary of Philosophy, ed. by Dagobert Runes,
The Philosophical Library, New York)

The Art Museum in War-Time
(in The Bulletin of The Cleveland Museum of Art, February, 1942)

Fall Activities in the Museum
(in The Bulletin of The Cleveland Museum of Art, September, 1942)

What the Cleveland Museum of Art Does for Children
(in Ohio Parent Teacher, Vol XXI, no 3, p. 12, November, 1942)

Ruth F. Ruggles and Lois G. Wellman

Educational Work of the Cleveland Museum of Art with Secondary Schools
of Greater Cleveland, Under a Grant from the General Education Board
of New York, 1939-1942
(The Cleveland Museum of Art, August, 1942)

Katharine Gibson Wicks

Pictures to Grow Up With (a book for children)
(Studio Publications, and Junior Literary Guild)

The Tenggren Tell It Again Book
(Little Brown & Co.)

Spurs for a Patriot
(in Young People's Page, The Cleveland Press, April 1942)

THE CLEVELAND MUSEUM OF ART
Department of Education

COMPARATIVE REPORT OF ATTENDANCE FOR THE YEARS 1941 and

1942

CHILDREN	Groups	Attend.	-1941-			Elem.	-1942-		
			Senior	Junior			Senior	Junior	Elem.
Classes for School Children									
Under Museum Staff	455	13304	73- 2337	27- 829		355-10138	359	10266	29- 967 20- 644 310- 8655
Self-conducted	212	5276	85- 2252	20- 505		107- 2519	132	3555	31- 875 29- 942 72- 1583
Under Public School Staff	430	14163	105- 3007	78- 2421		247- 8735	192	6870	45-1741 46-1583 101- 3546
Total of School Classes.....	1097	32743	263- 7596	125- 3755		709-21392	... 68320691	105-3583 95-3169 483-13784
Classes for Members' Children	371	5322					170	3646	
Classes for Non-members' children	295	8242					295	7559	
Advanced Drawing Classes	67	1040					79	1343	
Total of Museum Classes.....	733	14604					... 54412548	
Total Classes for Children.....	1830	47347					...122733239	
Saturday P.M. Entertainments	33	8149					32	5915	
Sunday Afternoon Drawing							12	282	
Disney Films for Children	38	6748							
Groups Outside the Museum	2511	79258	567-18676	629-21227		1315-39355	2466	90691	634-32130 601-22233 1231-36328
	2582	94155					2510	96338	
Total Child Attendance.....	4412	141502	830-26272	754-24982		2024-60747	3737	130127	739-35713 696-25402 1714-50112
ADULTS									
Adult Classes	804	12930					471	7066	
Adult Groups	106	4397					186	9736	
Clubs	96	1742					775	1521	
Conventions	18	1046					3	6763	
Public Lectures	36	6328					31	5024	
Sunday P.M. Lectures	36	7677					23	5876	
Teachers' Meetings	6	325					2	44	
Staff Meetings							35	575	
Groups Outside the Museum	247	13105					421	23900	
Total Adult Attendance.....	1349	47550					...124760505	
Total Department Attendance.....	5761	189052					...4984190632	
Extension Exhibits	895						751		
Individual Objects	4367						2864		
Framed Paintings and Prints	120						83		
Posters	185						285		
Cleveland Heights Circulating Sets	35						16		
Special Exhibits	18								

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Attendance Sheet

<u>Classes for School Children</u>	<u>School Classes</u>		<u>Elem.</u>	<u>Groups</u>	<u>Attend.</u>	<u>Groups</u>	<u>Attend.</u>
	<u>Senior</u>	<u>Junior</u>					
Under Museum Staff	29- 967	20- 644	310- 8655	359	10266		
Self-conducted	31- 875	29- 942	72- 1583	132	3555		
Under Public School Staff	45- 1741	46- 1583	101- 3546	192	6870	683	20691
Classes for Members' Children				170	3646		
Open Drawing Classes				295	7559		
Advanced Drawing Classes				79	1343	544	12548
Total Classes for Children	105- 3583	95- 3169	483-13784			1227	33239
Saturday P.M. Entertainments				32	5915		
Sunday Afternoon Drawing				12	282	44	6197
Total attendance for children						1271	39436
<u>Adults</u>							
Adult Classes				414	6062		
Adult Classes, self-conducted				57	1004		
Adult Groups				171	8360		
Adult Groups, self-conducted				15	1376		
Clubs				68	1396		
Clubs, self-conducted				7	125		
Conventions				2	6343		
Conventions, self-conducted				1	420		
Sunday P.M. Lectures				23	5876		
Public Lectures				30	4836		
Public Lectures, self-conducted				1	188		
Teachers' Meetings				2	44		
Staff Meetings				35	575	826	36605
Total attendance						2097	76041
<u>Outside Groups</u>							
Classes (children)							
Under Museum Staff	174-18223	93- 3912	632-17977	899	40112		
Under Public School Staff	323- 9899	361-13766	463-14383	1147	38048		
Classes (adults)				283	6442		
Lectures (adults)				138	17458		
Classes (chil. self-cond. prep.)							
Under Museum Staff	137- 4008	147- 4555	136- 3968	420	12531	2887	114591
Total for Department	739-35713	696-25402	1714-50112			4984	190632
Extension Exhibits		751					
Individual Objects		2864					
Framed Paintings and Prints		83					
Posters		285					
Special Exhibits		16					